



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

6 June 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 18: Incident Reporting

REFERENCES

- A. AR 190-40, Serious Incident Report
- B. TRADOC Regulation 1-8, TRADOC Operations Reporting
- C. FG Regulation 1-8
- D. TRADOC Regulation 350-12, Trainee Abuse Reporting
- E. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration

1. **Purpose.** The most important aspect of an Incident Report (IR) is the quick notification of the entire chain of command concerning issues and incidents. The purpose of this policy is to provide commanders one reference to quickly develop and report incidents to 15th Regimental Signal Brigade (RSB) Commander in a timely manner. References A. through E. above provide explicit instructions for reporting of incidents for various events, incidents and mishaps.

2. **Applicability.** This policy applies to all Brigade personnel. Brigade personnel are defined as permanent party military (includes Fort Meade and sister service detachments), civilian employees, contractors, IET and Non-IET Soldiers, visitors, and guests while in our care (in lodging or in hotels or en-route to and from our location).

3. **Program Management.**

- a. Fort Meade unit commander should send IRs through the Fort Meade installation chain of command IAW local policy and info copy the Commander, 551st Signal Battalion.
- b. Fort Gordon based elements must initiate IRs at company level through the Battalion to the Brigade. IRs will be submitted for Category 1 and 2 incidents below.

Category 3 incidents can be submitted in any format deemed appropriate by the commander, i.e., e-mail. If after duty hours, during weekends or holidays, contact the Brigade SDNCO at DSN 780-8314 or commercial 706-791-8314.

c. Once the incident is reported to the Brigade Commander, the Deputy Brigade Commander will process and send the message to HQ, Fort Gordon, if appropriate. The Brigade Commander will decide if the IR will be forwarded to Fort Gordon Command Group. IRs from Fort Meade will be processed by the installation of assignment. Notification of Command Group personnel is to be reserved by the Brigade Commander.

d. The Brigade S1 will file and maintain all reports for two years.

4. **Types of Incidents.** Command discretion on reporting is dependent on the level of seriousness of an incident or event. The following types of incidents will be reported and are quick-referenced in Annex A as to when and whom to report to:

A. **Category 1.** A serious incident that, in the opinion of the Battalion Commander, is of immediate concern to the Brigade Commander (**Telephonic Notification Time: IMMEDIATE.**) Initial telephonic reports are required which will provide minimum basic data such as "who, what, when, where, how." Timeliness will take precedence over completeness on all telephonic reports. If a commander's inquiry is necessary to determine if an incident may have more than likely not occurred, the commander has only 24 hours to conduct the inquiry and get additional supporting information to the Brigade Commander. Commanders still must inform the Brigade Commander within an hour telephonically regardless if an incident or creditable allegation is made, when:

(1) Death of a service member, family member, or DOD/DA civilian on or off the installation.

(2) Any serious injury (possible loss of life, limb or facilities) of a service member, family member, or civilian occurring on an installation, any serious injury of a service member or family member occurring off the installation.

(3) Vehicular accidents (military or civilian transportation modes) that result in serious injury or death of Brigade personnel, whether in a leave, TDY, or PCS status.

(4) Serious training incidents involving a unit, group of Soldiers, weapons, civilian or unusual events.

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(5) Major fires or natural disasters involving death, serious injury, property damage, or impact on the ability to accomplish the mission or reduction in operational readiness.

(6) Property damage or loss of property or equipment exceeding \$10,000.00.

(7) Drill Sergeant or Cadre Misconduct

(8) Serious Heat Casualty

(9) Trainee Abuse/Maltreatment

(10) Bomb or explosive incidents resulting in death, injury, or property damage. Include any threats.

(11) Serious sex related incidents (i.e. rape, sodomy, etc.)

B. **Category 2.** A serious incident that is of concern to the Brigade Commander (**Telephonic and message notification time: Less than 12 hours**).

(1) Serious illness or a major medical operation of a Soldier or DOD Civilian within the battalion, company, or detachment commanders.

(2) Training incidents involving a Soldier, weapon, or other unusual events.

(3) Loss of weapons, munitions, or sensitive items of equipment.

(4) Any on-post injury/incident involving the use of a firearm.

(5) Any violent crime such as incidents of burglary, kidnapping, and child abuse.

(6) Incidents involving material damage that seriously degrade operational readiness.

(7) Serious disturbances or demonstrations involving Brigade personnel or property.

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(8) On/off-post terrorist activities, sabotage, and incidents initiated or sponsored by terrorists, dissident groups, or criminal elements, occurring on government property or involving Brigade personnel that may result in adverse publicity for the Army.

(9) Other sex-related crimes, such as indecent exposure, child molestation.

C. **Category 3.** An incident that is of concern to the Brigade Commander but not time sensitive as incidents in Categories 1 and 2 (**Next Day Telephonic Notification**). The electronic message will be sent no later than 24 hours after the telephonic report has been made.

(1) Serious injuries not resulting in loss of life or limb.

(2) Serious illness, injury, or accident (collectively referred to as a mishap). A reportable mishap is any accident involving a government owned vehicle (military or civilian) with or without injury, injury which results in lost work time/unplanned personnel loss, workers compensation claim, long-term or serious medical treatment or evaluation, and for consideration, off-duty incidents which a commander desires to inform the chain of command, which a commander. Mishap reporting consists of accidents and/or injuries involving our personnel, replacements, guests, and visitors.

(3) Military offenses punishable under UCMJ that have court martial potential. (Not found on the MP Blotter Report)

(4) Sale, trafficking, or use of narcotics or drugs (all drugs, illegal or prescription, and alcohol) on government property).

(5) Violations of standards of conduct. Includes incidents of conflicts of interest, bribery, graft, or acceptance of gratuities.

(6) Theft. Includes actual theft, suspected theft, illegal diversion of funds or property, procurement irregularity, willful destruction, wrongful appropriation of prorate or government funds.

(7) Arms, ammunition, and explosives, including possession and/or use on government property by any person other than law enforcement personnel.

(8) Other incidents not listed that do not warrant immediate notification of the Command Group.

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5. Reporting Procedures

a. Reporting is dependent upon level of incident & seriousness of incident. If minor incident occurs after duty hours and situation is stabilized, it is not necessary to alert the Brigade Command Group prior to 0700 next day.

b. **Soldier abuse** – any improper or unlawful physical, verbal or sexual act against a trainee (does not include acts involving trainee against trainee). Examples include: assault, extreme physical training not IAW a PO, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by training mission. A trainee's consent to the act in no way affects this definition. Only a **Commander** IAW TRADOC Regulation 350-6 may make a determination that trainee abuse has occurred.

c. Battalion Commanders report incidents to the Brigade Commander. If the Brigade Commander is unavailable, report to the designated representative, normally the Deputy Brigade Commander.

d. **Brigade Commander determines if incident is reportable to the Commanding General** and applicable Fort Gordon staff and installation support agencies.

e. The BN commander will ensure category 1 Incidents are reported by telephone immediately to the Brigade Commander.

f. Electronic copy of Incident Reports will be provided:

(a) Commander: frank.penha@gordon.army.mil

(b) Deputy Brigade Commander: stephen.middleton@gordon.army.mil

(c) Command Sergeant Major: thomas.clark@gordon.army.mil

(d) Brigade S3: benjamin.bualat@gordon.army.mil

g. 15th Signal Brigade Notification – Fort Gordon Command Group

(a) All incidents are dependent upon level of seriousness. Notification to Command Group is reserved by the Brigade Commander

(b) **Soldier abuse** is any improper or unlawful physical, verbal or sexual act against a trainee (does not include acts involving a trainee against a trainee). Examples might include assault, extreme physical training not IAW a PO, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training

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mission. A trainee's consent to the act in no way affects this definition. Only a Commander IAW TRADOC Regulation 350-6 may make a determination that trainee abuse has occurred.

6. Violation of this policy memorandum by any 15th Regimental Signal Brigade Soldier may result in disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.



FRANK G. PENHA
COL, SC
Commanding

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Enclosure (Internal) Incident Notification

15th Signal Brigade (Internal) Incident Notification

INCIDENT	CAT	REPORT TO COL	CO CDR	BN CDR	BDE CDR	DBC	CSM
Aggravated Assault (1)	2	Next Day	X	X		X	X
Alleged Drill Sergeant Misconduct	1	1 Hour	X	X	X	X	X
Alleged Cadre Misconduct	1	1 Hour	X	X	X	X	X
Armed Robbery	2	Same Day	X	X	X	X	X
Arson	2	Same Day	X	X			X
Attempted Murder	1	1 Hour	X	X	X	X	X
Bomb Threat	2	1 Hour	X	X	X	X	X
Burglary	3	Same Day	X				X
Child Abuse	2	Same Day	X	X			X
Child Neglect	2	12 Hours	X				X
Death On Post (ALL)	1	1 Hour	X	X	X	X	X
Death Off Post (DAC/SM/FM)	1	1 Hour	X	X	X	X	X
Drunk on Duty (permanent party)	3	Next day	X	X			X
DUI: Enlisted E 8/E9	3	12 Hours	X	X			X
DUI: 03+	3	4 Hours	X	X		X	
Firearm Incident on/off post	3	Same Day	X	X			X
Fires: accidental, over \$10,000 50,000	2	1 Hour	X	X	X	X	X
Fire – Major	1	1 Hour	X				X
Illness – Leadership – Serious	2	12 Hours					X
Loss/Stolen Classified Material	2	Same Day	X	X	X	X	X
Loss/Stolen Sensitive Items	2	Same Day	X	X	X		X
Loss/Stolen Weapons	2	1 Hour	X	X	X		X
Major Power Outages (effect. Training)	3	Next Day	X	X			X
Murder	1	1 Hour	X	X	X	X	X
Officer Offenses 04 & below	3	Next Day	X	X	X	X	
Officer Offense 05 +	3	Same Day		X	X	X	
Property Damage - \$10K+	1	Same Day	X	X	X	X	X
Rape	1	1 Hour	X	X	X	X	X
Robbery	2	Same Day	X	X	X	X	X
Sexual/Indecent Assault	1	Same Day	X	X	X	X	X
Sodomy	1	1 Hour	X	X	X	X	X
Permanent Party Placed in Confinement	3	24 Hours	X	X			X
Spouse Abuse	3	Same Day	X	X	X		X
Suicide	1	1 Hour	X	X	X	X	X
Suicide Attempt	2	1 Hour	X	X	X	X	X
Suicide Gesture	3	24 Hours	X	X			X
Suicide Ideation	3	24 Hours	X	X			X
Trainee Abuse*	1	1 Hour	X	X	X	X	X
Trainee Maltreatment	1	1 Hour	X	X	X	X	X
Training Incident – Group – Serious	1	1 Hour	X	X	X	X	X
Vehicular Accident – serious seatbelts	1	1 Hour	X	X	X	X	X

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